

Direct Potable Water Reuse Standard Operating Procedure

Wichita Falls, Texas

RIVER ROAD SHUTDOWN COMMUNICATION PROTOCOL. WW-A1

This SOP supersedes any previous SOP on this topic. Effective on the date signed approved below

INTRODUCTION

This is the Standard Operating Procedures for the shutdown of water transferred to the Cypress WTP.

OBJECTIVE

The objective of this document is to provide formal communications and record keeping in the event that the transfer of water to the Cypress DPR has to be stopped.

In the event the Cypress DPR water plant calls and request a shutdown of the pump sending water to Cypress DPR, the shutdown will take priority and will be initiated immediately.

- Upon the completion of the shutdown the Cypress DPR Operator will be notified immediately by phone or Radio.
- All shut downs will be written down in the logbook with whom spoke (first and last name of both parties), the reason for the shutdown, the amount of time from the initiation of the shutdown to the time the pump was actually not pumping will be documented in the logbook.

In the event that the River Road WWTP requests a shutdown of the pump sending water to Cypress DPR:

- The River Road WWTP will notify the Cypress DPR Operations before shutting the pumps off.
- Cypress DPR will acknowledge that the shutdown will begin as soon as the communications are over. Any time there is a request by the Cypress DPR to the River Road WWTP to delay the shutdown of the River Road pump until the Cypress DPR is ready for the shutdown will be accepted.
- Upon the completion of the shutdown the Cypress DPR Operator will be notified immediately by phone or Radio.
- All shutdowns will be written down in the logbook such as who spoke (first and last name of both parties), the reason for the shutdown, the amount of time from the initiation of the shutdown to the time the pump was actually not pumping will be documented in the logbook.

Related SOP: COMMUNICATION BETWEEN THE RIVER ROAD WWTP AND THE CYPRESS DPR

RIVER ROAD SHUTDOWN COMMUNICATION PROTOCOL. WW-A1

Prepared By: Bill Thornton

Prepared Date: 6-16-14

Approved by: The Board

Approved Date: 6/16/14

Reviewed by: _____

Reviewed Date: _____

Reviewed by: _____

Reviewed Date: _____

Reviewed by: _____

Reviewed Date: _____

Reviewed by: _____

Reviewed Date: _____

*SOP's are to be reviewed and/or updated annually or any time this process has changed.

Sign below and date that you have received, read, and understand this SOP.

Name	Signature	date	Signature	date
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